



EXAMINATION OPEN TO THE PUBLIC

DEPARTMENT OF MENTAL HEALTH AND ADDICTION
SERVICES DIRECTOR OF HEALTH CARE FINANCE

ANNUAL \$85,099 SALARY APPLICATION CLOSING EXAM
SALARY: \$109,159 GROUP: MP 66 DATE: MAY 17, 2013 NO: 130560OCFD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Mental Health and Addiction Services this class is accountable for directing the determination of reimbursement rates for contracts negotiated by the department for the provision of behavioral health services and coordination of all revenue reimbursement efforts.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY MAY 17, 2013:

GENERAL EXPERIENCE: Nine years of experience in cost accounting, cost analysis or financial management.

SPECIAL EXPERIENCE: One year of the General Experience must have been in a supervisory capacity over professional staff involved in health care cost analysis. [Note: For state employees the Special Experience is interpreted as one year of experience at the level of Fiscal Administrative Supervisor performing health care cost analysis or Principal Health Care Analyst.]

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in a closely related field may be substituted for one additional year of the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of and ability to apply relevant state and federal laws, statutes and regulations; considerable knowledge of principles of health care administration and financial management; considerable knowledge of health care budgeting principles; considerable knowledge of principles of cost analysis; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to prepare and interpret financial and statistical reports.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT: (1) Completed Application Form (CT-HR-12)
(2) Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Department of Mental Health and Addiction Services Director of Health Care Finance, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Department of Mental Health and Addiction Services Director of Health Care Finance cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience planning and implementing the financial aspects of health care delivery as well as managed care programs. Detail your experience managing the development of new program initiatives involving financial and cost analysis, rate setting, billing and cost containment or recovery. Detail the scope and your role in these activities. Describe the type and size of the facility/organization/program, the population affected and the services provided. Indicate your role in assessing and implementing methods and procedures to ensure operational efficiency and effectiveness. Also, include any recommendations you have made to institute operational change. (2) Experience in financial management including financial analysis, budgeting, accounting and/or auditing. Indicate the nature and complexity of your experience analyzing or developing financial statements, reports, studies and statistical data. Detail your role in the development and/or performance of the analysis and any recommendations made as a result of this analysis. Include the type and complexity of any audits or cost system reviews you have conducted. Also, detail your experience in the development, revision or monitoring of budgets (operating or capital), including the dollar amounts and scope. Indicate any recommendations you have made to improve cost effectiveness and the outcome of the recommendations. (3) Administrative experience. Detail your experience managing the staff and operations off a program, section or department. Include the number and job titles of the staff you supervised and your specific supervisory/managerial responsibilities. Also, describe responsibilities for developing, implementing and evaluating policies, goals, objectives and procedures as well as your responsibilities for budget and/or grant preparation and oversight. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by May 17, 2013.** (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). **If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by July 5, 2013.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.